

2006 WorkFirst Comprehensive Evaluation (CE) Plan King Eastside Local Planning Area

Fully describe your local CE process by answering the following list of questions based on the CE Standards. You may want to include a flow chart of your local process.

1. *Please list the local DSHS, ESD and CTC agency partners that will be participating in the CE process in your local area (i.e. specific CSO(s), WorkSource site(s) and CTC(s)).*
 - ◆ King Eastside CSO
 - ◆ WorkSource Redmond
 - ◆ Bellevue Community College, Cascadia Community College and Lake Washington Technical College
2. *Describe how child care and needed support services will be handled at the time of application (Positive Prevention Services) to help ensure that parents can participate in the CE process without delay.*

King Eastside CSO staff will authorize child care assistance for two weeks at a time at the time of the foundation interview. In addition, transportation support will be issued at the foundation interview.

3. *Describe where each of the CE elements -- listed above and in the standards -- will be conducted (e.g. CSO, WorkSource, college, other).*
 - *If your local community has multiple CSOs, CTCs or WorkSource/ ESD offices, explain how and where the CE elements will be offered and how the CE process will be coordinated.*
 - ◆ The foundation piece of the CE will be conducted at the King Eastside CSO.
 - ◆ The work skill assessment will take place at WorkSource Redmond
 - ◆ The educational assessment will take place at WorkSource Redmond.
 - ◆ The IRP will also be written at WorkSource Redmond
 - ◆ King Eastside LPA has three colleges who support this service area. The colleges have agreed to rotate the educational assessment piece among the three colleges at WorkSource Redmond.

4. *Describe how each element of the CE will be conducted (e.g. individual interview, group process, group or individual testing etc.)*
- *List primary assessment tools (and any additional tools) that will be used by each of the partners. CSD staff will use the CE Foundation evaluation and Social Service Assessment in eJAS – these do not need to be listed. ESD should document the Work Skills Assessment tool they will use and any secondary assessment tools. The CTCs do not need to list the CASAS Appraisal since it is required. However, CTCs should list other assessment tools such as ASSET, COMPAS, Work Readiness Credential, WorkKeys, etc. and explain when they would use these assessment tools.*
-
- ◆ The Foundation Interview – DSHS staff will conduct the foundation interview individually with the client.
 - ◆ Work Skills Assessment - ESD work skills assessment tool will be CT Choices which will include the interest profiler and work importance locator. CT Choices will be done electronically in a group setting. ES staff will meet individually with parents to discuss the results of the work skills assessment. This will be done on Tuesday and Thursday each week at the Redmond WorkSource Center between 9:00 A.M. and 12:30 A.M.
 - ◆ Educational Assessment - CTC staff will use the CASAS Appraisal as required for the educational assessment. This will be given in a group setting and will be the paper/pen version. CTC staff will meet individually with parents to discuss the results of the CASAS Appraisal and conduct the educational interview. This will be done every Tuesday and Thursday at the Redmond WorkSource Center. When/if the parent is referred to a training program, the staff at the individual training site will determine which additional assessment tools are necessary such as COMPAS, CASAS, etc.
 - ◆ The Employment Plan - A joint interview with the parent, ES, and CTC staff will be conducted to solicit the parent's goals, previous experiences and barriers to participation in relation to the assessment results and parent goals. Together, the parent, ES and CTC staff will make recommendations to be included in the Employment Plan. This will be done every Tuesday and Thursday at the Redmond WorkSource Center.
 - ◆ IRP – DSHS staff will meet with parents individually and complete the IRP within the required time frame.

5. *Describe how your local CE process will meet the completion time frame standards (an average of 10 work days to complete CE and no more than 30 calendar days from TANF application to participation in a pathway activity).*
 - *Include when or how often each element of the CE will be conducted to ensure that adequate evaluation opportunities are available to meet parents' needs and the program standards.*
 - ◆ The foundation will be conducted daily by DSHS staff.
 - ◆ The work skill assessment and ES/parent interviews and educational assessment and CTC/parent interviews will be conducted every Tuesday and Thursday (9:00-12:30).
 - ◆ Parents who complete the testing and parent interviews on Tuesday will be scheduled to return on Thursday afternoon to meet with CTC and ES staff to develop parent goals and interests and discuss approved pathway options. (Joint interviews on Thursday with CTC, ES and the parent will be scheduled in the afternoon in half hour intervals starting at 1:00 P.M. to 4:00 P.M.)
 - ◆ Parents who complete their testing and parent interviews on Thursday will be scheduled to return on Tuesday afternoon to meet with CTC and ES staff to develop goals and interests and discuss approved pathway options. (Joint interviews on Tuesday with CTC, ES and the parent will be scheduled in the afternoon in half hour intervals starting at 1:00 P.M. to 4:00 P.M.)
 - ◆ The WorkFirst Case Manager will complete the IRP with the parent at Redmond WorkSource Center immediately following the joint ES/CTC interview each Tuesday and Thursday.
 - ◆ During the month of June the LPA will monitor closely the additional workload and the number of FTE's needed to process the required CE services within the 10 day processing time frame. Changes will be made as needed to meet the CE requirements.
 - *Explain how the social service assessment, when required, will be completed within the above timeframe.*
 - ◆ The social service assessment will be done at the time of the foundation interview. If there is no immediate urgent need identified, clients will be referred to the CE process. If immediate, urgent issues are found parents will be referred to a Social Worker for assessment.
 - *When program criteria for emergent issues indicate the parent needs to be "temporarily deferred" from completion of the CE, describe how your area will insure that parents are re-involved in CE as soon as possible.*
 - ◆ The Social Worker will reevaluate each parent's need for continued deferral every 30 days until the parent can participate.
6. *Does your local area intend to include "enhancements" to the CE process beyond the required minimum standards (i.e. Family Literacy, soft skills, Dependable Strengths)? If yes, please describe your plans.*

- ◇ The CE process will begin with a short overview conducted by ES staff prior to the work skills assessment to explain to parents the goals and objectives of the CE process, encourage participation and engagement and explain how the CE assessment can benefit parents and families.

7. *Describe how line staff will communicate and coordinate during the CE process.*

- *Explain how line staff will resolve issues when there are differing partner views on the most appropriate pathway for a parent.*

- ◇ The partnership will focus on a customer driven approach and parent engagement strategies during our Cal Crow training which all line staff and most administrators will attend.
- ◇ When conflicts arise as to pathway recommendations, LPA partners have agreed the parent's goals and objectives will prevail.

8. *How will your local partnership pro-actively address challenges during CE start-up and on-going phases?*

- ◇ The CTC's have provided resources to hire Cal Crow to conduct frontline staff training. This training will support the development of shared strategies to support the sub 2 vision and mission for the WorkFirst program, engagement of parents in approved activities; team building skills for LPA members and WorkFirst staff; and tools to adapt to the cultural change within the WorkFirst Redesign plan.
- ◇ The partnership has agreed to meet on a regular basis to review the process and modify as needed. During the start up phase we will meet after the first week of implementation and then again the 3rd week of implementation. The partnership is committed to meeting regularly during the start up phase in order to identify best practices, challenges and modify the process as needed.
- ◇ The partnership is researching the feasibility of increasing basic education options, family literacy and soft skills options for parents.

Signatures:

CSO Administrator: _____ **Date:** _____
Alan Kiest, Administrator

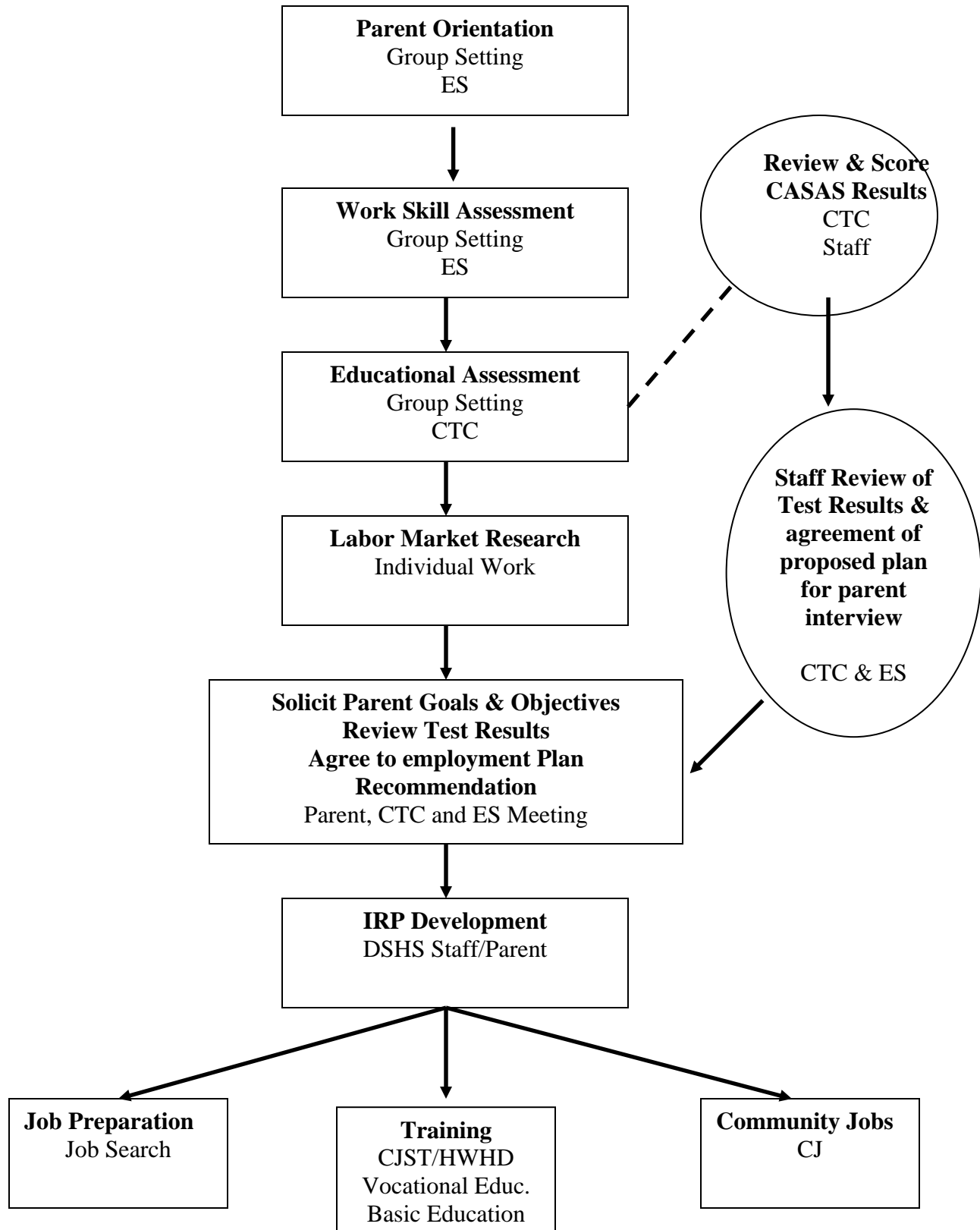
WorkSource Administrator: _____ **Date:** _____
Paul Christopherson, Administrator

College LPA Partners: _____ **Date:** _____
Bellevue Community College
Darlene K. Molsen, Workforce Director

_____ **Date:** _____
Cascadia Community College
Katrina Hall, KCHA/WorkFirst Coordinator

_____ **Date:** _____
Lake Washington Technical College
Irene Danaraj, WorkFirst Coordinator

King Eastside LPA Comprehensive Evaluation Process



King Eastside LPA Member List

Name	Title	Company	Affiliation (Check one)		Phone, e-mail	Address
Alan Kiest	Administrator	King Eastside CSO	✓	business agency	labor organization other (425) 649-4054 kiestas@dshs.wa.gov	14360 SE Eastgate Way Bellevue, WA 98007-6462
Beth Bailey	WorkFirst Associate Director	Bellevue Community Clg.	✓	business agency	labor organization other (425) 564-4180 bbailey@bcc.ctc.edu	3000 Landerholm Circle Bellevue, WA 98007
Darlene Molsen	Worker Retraining Director	Bellevue Community Clg.	✓	business agency	labor organization other (425) 564-2033 dmolsen@bcc.ctc.edu	3000 Landerholm Circle Bellevue, WA 98007
Demetra Biros	WorkFirst Coordinator	Lake WA Technical Clg.	✓	business agency	labor organization other (425) 739-8315 Demetra.biros@lwtc.edu	11605 132nd AVE NE Kirkland, WA 98034
Dixie Owen-Perry	Operations Manager	WorkSource Redmond	✓	business agency	labor organization other +1 (425) 861-3787 downen-perry@esd.wa.gov	7735 178th PL NE, Suite B Redmond, WA 98052
Irene Danaraj	WorkFirst Coordinator	Lake WA Technical Clg.	✓	business agency	labor organization other (425) 739-8339 irene.danaraj@lwtc.edu	11605 132nd AVE NE Kirkland, WA 98034
Jeanette Lozovsky	Director of Refugee Service	Jewish Family Service	✓	business agency	labor organization other (425) 643-2221 jlozovsky@jfsseattle.org	1811 156th Ave NE #201 Bellevue, WA 98007
Karen McEwen	WorkFirst Supervisor	King Eastside CSO	✓	business agency	labor organization other (425) 649-4042 mcewekh@dshs.wa.gov	14360 SE Eastgate Way Bellevue, WA 98007-6462
Lynda Wolf	Family Development Program Manager	Hopelink		business agency	labor organization other (425) 943-7574 Lyndaw@hope-link.org	14812 Main St. Bellevue, WA 98007
Michael Crawford	WorkFirst Supervisor	WorkSource Redmond	✓	business agency	labor organization other (206) 440-2565 MCrawford@ESD.WA.GOV	7735 178th Pl. NE Ste. B Redmond, WA 98052

Paul Christopherson	Administrator	WorkSource Redmond	✓	business agency	labor organization other	(425) 861-3737 pchristopherson@esd.wa.gov	7735 178th PL NE, Suite B Redmond, WA 98052
Zella Ramsey	Program Administrator	Division of Child Support	✓	business agency	labor organization other	(206) 341-7440 ZRamsey@dshs.wa.gov	PO Box 11520 Tacoma, WA 98411
Katrina Hall	KCHA/WorkFirst Coordinator	Cascadia Community Clg.	✓	business agency	labor organization other	(425) 352-8139 khall@cascadia.ctc.edu	18345 Campus Way NE Bothell, WA 98011